



Creating a HyperFind

Managers have the ability to create a personal *HyperFind* to locate their own “Direct Reports.” These instructions can be adapted to create other useful *HyperFinds*.

Glossary

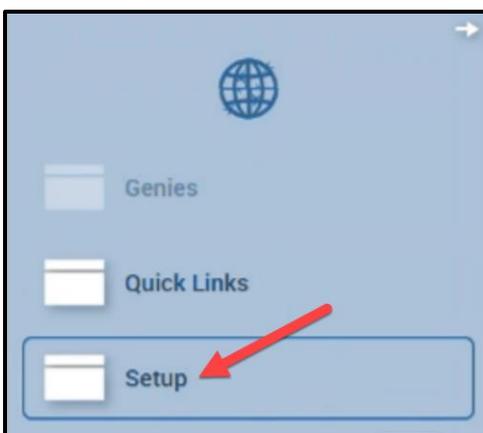
Genie – a tool in Mctime that allows a manager to view information on a group of employees without having to access each individual timecard.

Show- Located in the header, the show field determines which people records appear in the genie.

HyperFind – a way within Mctime that allows you to find people records that match criteria that you have chosen.

Creating a HyperFind

1. Click on **Setup** in the upper right corner of the screen to open.



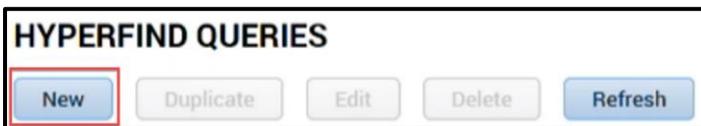


Creating a HyperFind

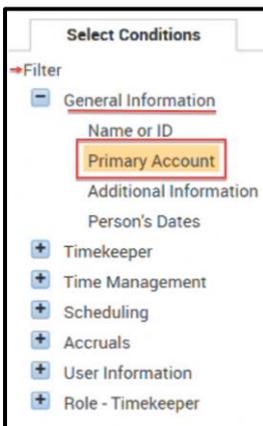
2. Click on **Expand All** to open up **Common Setup**, and select **HyperFind Queries**.



3. Select **New** and a new window will open with the Labor Levels that can be used.



4. Confirm that in the **Filter** menu under **General Information**, that **Primary Account** is highlighted in peach.





Creating a HyperFind

- In the **PRIMARY ACCOUNT** box, click on the **Manager** tab.

PRIMARY ACCOUNT

Include Exclude people who meet this condition

Summary Department-... Section-Sub... Cost Center-... Expenditure ... Reason Code **Manager**

Batt-Unit

Wild Card Selection

Available Items Selected Items

- In the **Available Items** field, enter your last name, immediately followed by an asterisk (*), with no spaces (see previous image).
- Click on the **Search** button (see previous image).
- Locate your name/ID combination in the result list and click it to highlight it.

Available Items Selected Items

FIN DEMO MGR*

3200001,FIN DEMO MGR

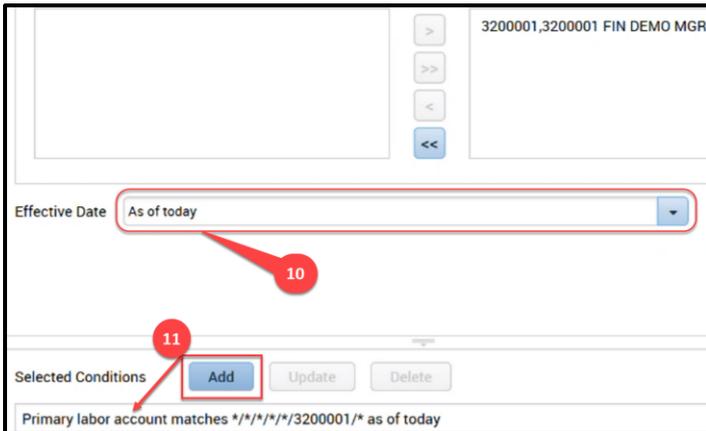
- Click on the caret to move to the selected item (see previous image).





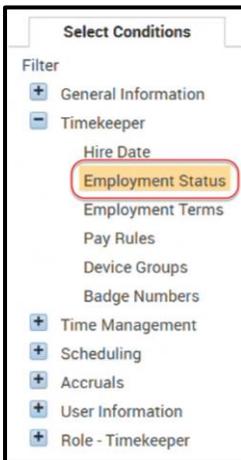
Creating a HyperFind

10. Confirm that the “As of today” dropdown menu option is selected.



11. Click on the **Add** button to move the information into the **Selected Conditions** field at the bottom (see previous image).

12. Go back to the **Filter** menu on the **Select Conditions** tab. Click on the plus sign (+) in front of the **Timekeeper** filter to open its dropdown menu options. Click on ‘Employment Status’ option to highlight it.





Creating a HyperFind

13. The default option is already set to **Status** = 'Active', and **As of** = 'Today', so you need only click on the **Add** button to move it to **Selected Conditions** field at the bottom.

EMPLOYMENT STATUS

Include Exclude people who meet this condition

Status: **Active**

As of: Today Specific Date 3/27/2023

Selected Conditions: **Add** Update Delete

14. Click on the dropdown to change the **Visibility** to "Personal".

HYPERFIND QUERIES *

Save Save As Return Refresh

Visibility: Personal Query Name: My Direct Reports Description: FIN MGR Direct Reports

15. Add a new **Query Name**: "My Direct Reports" (see previous image).
16. Add a new **Description**: "Your Name's Direct Reports" (see previous image).
17. Click on the **Save As** button (see previous image).
18. To use your new *HyperFind*: a) select the appropriate Genie using the **Genie** icon; and b) locate and select your *HyperFind* "My Direct Reports" within the dropdown menu option.

Genies

Pay Period Close Previous Pay Period My Direct Reports

